



Job Opportunity

State Controller's Office

Position: Youth Aid

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: April 28, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Laura Nicholls, 916-323-1598

Who May Apply: Students who are currently enrolled in high school. Must provide proof of enrollment.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-9991-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direct supervision of a Staff Services Manager I, the Youth Aid will perform general clerical duties. Specific duties include, but are not limited to, the following responsibilities.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in general support services for division staff and management. Answer and direct incoming calls from other agencies and the public. Maintain general office supplies inventory, including receiving supplies. Fulfill general supply requests from staff.
- Assist in distributing and routing incoming/outgoing mail and UPS/FedEx shipments. Maintain tracking system for records being sent between main office and satellite offices.
- Assist in typing, routing, distributing, and filing correspondence, memoranda, forms, and other documents. Maintain correspondence tracking system.
- Assist in distributing audit reports to other agencies and the public, including preparing envelopes, duplicating, and mailing the reports in a timely manner.
- Perform other duties as required, including, but not limited to, operating office-copying machine, utilizing 10-key calculator, etc.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls